



8 FRAUD & ABUSE - PARTICIPANT

Effective: 3/1/98

8.6 Notification of Actions

POLICY: The Local Agency must notify the participant when any sanction is being applied, or warning being provided.

PROCEDURE:

A. SUSPENSION/TERMINATION

If the participant or proxy is being suspended, without repayment required:

1. Send Suspension Letter (sample in Attachments) which offers a fair hearing; no Termination Letter (DOH 4220 or DAISy generated letter) is necessary.
2. Place a copy of the letter in each family member's file; send a copy to the State WIC Office, which will be forwarded to the WIC Vendor Unit
3. Send certified mail with receipt requested

B. REPAYMENT

If the participant or proxy is being suspended and required to repay the WIC Program for benefits fraudulently received:

1. Send a Suspension/Repayment Letter (sample in Attachments) which offers a fair hearing; no Termination Letter (DOH 4220 or DAISy generated letter) is necessary.
2. Include when the incident(s) occurred, how the total amount of fraudulent benefits were calculated, and that the participant/ caretaker must contact the project to make repayment
3. Place a copy of the letter in each family member's file; send a copy to the State WIC Office, which will be forwarded to the WIC Vendor Unit
4. Send certified mail with receipt requested

C. SUSPENSION OF PROXY

The parent or proxy is suspended for abuse, while the participant remains on the program:

1. Send a Proxy Suspension Letter (sample in Attachments); identify who will be authorized to serve as the proxy for the participant(s)



2. Proxies have no appeal rights to suspension of proxy authorization
3. Place a copy of the letter in each family member's file; send a copy to the State WIC Vendor Unit
4. Send certified mail with receipt requested

D. WARNING LETTERS

If fraud or abuse cannot be reasonably verified, send a warning letter (see Policy 8.2.C)

1. Send a Warning Letter (sample in Attachments)
2. Place a copy of the letter in each family member's file
3. Send certified mail with receipt requested

ATTACHMENTS

Sample Suspension Letter
Sample Suspension/Repayment Letter
Sample Proxy Suspension Letter
Sample Warning Letter